

Central Indiana Region 5 Workforce Board

Request for Proposals

For

Workforce Investment Act
Adult, Dislocated Worker and Youth Service Provider

Services to be Delivered

July 1, 2006 – June 30, 2008

RFP Issue Date: May 9, 2006

Key Dates:

Questions and Answers Due: Wednesday, May 17, 2006

Mandatory Bidders Conference: Tuesday, May 23, 2006

Proposal Due Date: 2:00 PM, Time, Monday, June 5, 2006

Award Announced: Friday, June 9, 2006

Contract Begins: July 1, 2006

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I. Background and General Information

- A. The Central Indiana Region 5 Workforce Board, Inc. (hereinafter the Board) issues this Request for Proposals (RFP) to procure an adult, dislocated worker and youth service provider of programs under the provisions of the Workforce Investment Act. The Board intends to be as inclusive as possible in this solicitation. The goal is to receive a wide variety of high quality, innovative proposals that meet the workforce development needs of the regional community at large.
- B. The resulting contract with the successful bidder will be for a two-year period, July 1, 2006 to June 30, 2008. Based on performance, the Board may renew the contract for an additional year, July 1, 2008 to June 30, 2009. The form of the contract will be cost-reimbursement.
- C. The Central Indiana Regional Workforce Area 5 consists of Boone, Hamilton, Hancock, Hendricks, Johnson, Madison, Morgan and Shelby counties. Bidders are encouraged to visit the DWD website to learn more about the formation of the new Regional Workforce System in Indiana. The DWD site may be visited at <http://www.in.gov/dwd/partners/shric.html>. Bidders should review the Indiana State Plan located on that page as well as other DWD policies and documents available on-line.
- D. Full-service WorkOne Centers are located in Anderson (Madison Co) and Shelbyville (Shelby Co). There are WorkOne Express Sites in Boone, Hancock, Hamilton, Hendricks, Johnson and Morgan.
- E. The successful bidder will operate adult, youth and dislocated worker programs in all eight counties in Economic Growth Region 5 effective July 1, 2006. The successful bidder must coordinate services and operations of these WorkOne centers to ensure a smooth and seamless transition. The goal of the transition process is that clients continue to be served effectively with the least possible disruption.
- F. Economic Growth Region 5 which includes the Indianapolis Private Industry Council, Inc. serving as the Marion County Workforce Investment Board has been engaged in a significant competitive process for funding under the State of Indiana's Strategic Skills Initiative (SSI). The successful bidder(s) through submission of a proposal assures that they will work cooperatively with the Regional Operator to coordinate and integrate future WIA services with future funded SSI activities (no award has yet been made). Bidders can review available information on SSI at: <http://www.in.gov/dwd/employers/ssi.html>
- G. The Board is seeking interested and qualified entities able to provide innovative, high quality services to adults, dislocated workers and youth. The services proposed must meet the specifications of this RFP. ***The Board anticipates contracting with a single entity that is familiar with WIA programs.***

- H. Funds available under this Request for Proposal are approximately **\$2,066,924 for Program Year 2006 (PY'06)**. The Department of Workforce Development (DWD) has not finalized allocations by Regional Area. The following charts are based on historical data:

**Region 5
Allocations by County & Funding Source**

County	Adult	Youth	Dis Wkr	Total
Boone	18,212	10,779	54,488	\$ 83,479
Hamilton	38,626	26,982	230,066	\$ 295,674
Hancock	13,667	7,326	77,926	\$ 98,919
Hendricks	37,960	31,806	175,064	\$ 244,830
Johnson	74,146	86,763	188,204	\$ 349,113
Madison	405,413	434,418	354,972	\$ 1,194,803
Morgan	44,905	35,189	99,586	\$ 179,680
Shelby	38,678	29,942	68,536	\$ 137,156
Totals	\$ 671,608	\$ 663,205	\$ 1,248,842	\$ 2,583,655

For Service Provision Planning Purposes

County	Adult	Youth	Dis Wkr	Total
Boone	14,569	8,623	43,590	66,783
Hamilton	30,901	21,586	184,053	236,540
Hancock	10,934	5,861	62,341	79,135
Hendricks	30,368	25,445	140,051	195,864
Johnson	59,317	69,410	150,563	279,291
Madison	324,330	347,534	283,978	955,842
Morgan	35,924	28,151	86,669	143,744
Shelby	30,943	23,954	54,829	109,725
TOTALS	\$ 537,287	\$ 530,564	\$ 999,074	\$ 2,066,924

- I. Funding will vary, dependent upon final allocations and the cost to be borne by Region 5 for the State Fiscal Agent Services, number of participants to be served, services proposed and negotiated. Bidders must serve Adults, Youth and Dislocated Workers in all eight counties in the Region. The Board will ensure that services are provided equitably in all the counties in the Region.
- J. The Board reserves the right to make an award to any bidder or to make no awards, if that is deemed to serve the best interests of the Board and Region 5. The proposal process is competitive and follows government procurement rules.
- K. The Workforce Investment Act of 1998 (WIA, Public Law 105-220) provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused and locally managed. The Board envisions a system that meets the needs of residents and businesses alike. The goal of programs under the Act is to increase employment, job retention, and earnings and develop the work potential of the residents of Region 5.

- L. This Request for Proposals is not in itself an offer of work nor does it commit the Board to fund any proposals submitted. The Board is not liable for any costs incurred in the preparation or research of proposals.
- M. Successful bidders must negotiate the proposal before the Board will make any final commitment.
- N. All commitments made by the Board are contingent upon the availability of funds and the Board reserves the right to award an amount less than the total funds available for bid contained in this RFP and projected funds available as posted on the DWD website; and
- O. The Board assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The Board also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the WIA Title I financially assisted program or activity, and to all agreements that the Board makes to carry out the WIA Title I financially assisted program or activity. This WIA Title I funded program is an equal opportunity employer / program. Auxiliary aids and services will be made available upon request for individuals with disabilities.
- P. By submitting a bid all bidders are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.
- Q. Funds available for bid are intended to result in a contract for services in Region 5 for adult, youth and dislocated workers.
- R. In addition, the bidder should note that under the requirements of the Freedom of Information Act, the contents of your proposal or other information submitted to the Board is subject to public release upon request, except those items specifically exempt from disclosure. The bidder shall mark as "proprietary" those parts of its proposal that it deems proprietary. However, the bidder is alerted that this marking is advisory only and not binding on the Board. If there is a request from the public under F.O.I.A. to inspect any part of the proposal so marked, the Board will advise the bidder and request further justification in support of the "proprietary" marking. If the Board determines, after receipt of the justification, that the material is releasable, the bidder will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.
- S. The Board will authorize the Region 5 Regional Operator to negotiate a contract for the provision of services arising from this RFP. The Regional Operator shall direct the negotiation and contracting process.
- T. The specifications in this RFP may change based on issuance of State or Federal policy or WIA re-authorization. The Region 5 Board will work with the successful

bidder to implement any changes required by the State or Department of Labor. By submitting a proposal, the bidder agrees to work cooperatively with the Board to comply with subsequent changes.

- U. By submitting a proposal the bidder certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the plan of work if the Board awards a contract. A conflict of interest would arise if any individual involved in the preparation of this RFP, proposal review and rating or award decisions has a financial or other interest in or represents the bidding organization and would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. The Board reserves the right to disqualify a bid should a conflict of interest be discovered during the solicitation process.
- V. The successful bidder will be required to maintain a local management office within Region 5 for county office staff supervision and day-to-day management. This office can be located in one of the WorkOne or WorkOne Express offices.
- W. By submitting a proposal the bidder assures that it will provide additional services under additional grants such as a National Emergency Grant or other State funded workforce program granted to Region 5.
- X. The bidder assures that it will be the service provider and will not subcontract significant programmatic functions to other entities if awarded a contract to be the service provider in Region 5.
- Y. The bidder assures that if awarded a contract by the Board, it will comply with Regional, State and Federal program and financial monitoring.

II. Proposal Requirements

- A. Proposals must be **received** by **2:00 P.M., Monday, June 5, 2006** in person or by mail at the address indicated. Proposals received after that time and date will be rejected. Please note that proposals must be **received not postmarked**. Proposals shall not be submitted electronically or by FAX.
- B. Submit four copies of your proposal on 8½"x 11" white bond. You may single space your proposal but margins must be at least an inch and font size must be no less than 12. One copy should be submitted unfolded and unstapled. Also submit an electronic copy in Word (. doc file) on a 3½ inch diskette.
- C. Submit one copy of your most recent audit report. This report should be submitted separately. It is not part of the proposal.
- D. Attachment A, a proposal cover page, should be completed and used as the cover page for the proposal.
- E. Attachment B budget form needs to be completed (available in excel form upon request)
- F. Attachment B1 budget narrative needs to be completed.
- G. Attachment C program planning form needs to be completed.
- H. Attachment D Non-Collusion Affidavit needs to be signed and submitted.
- I. Attachment E Assurances and Certifications needs to be signed and submitted.
- J. Your response to the narrative section of the proposal is limited to no more than **35** pages. This page limitation is imposed for the sake of the reviewers of your proposal. This limitation does not include other sections of your proposal such as: Attachments A, B, C, D, E, the one page budget narrative, organizational charts and letters of agreement by partners. The Executive Summary will count toward the **35** page narrative limit.
- K. Proposals will be submitted "Return Receipt Requested." If hand delivered, the deliverer must have a prepared receipt for signature and time/date. Faxed or electronically transmitted proposals will not be accepted. The transmitting envelope will be clearly marked "proposal" and addressed to:

Don Richardson, Director
Central Indiana Region 5 Workforce Board
C/O Richard Rampley
Greensburg WorkOne Express
1025 Freeland Rd.
Greensburg, IN 47240

L. Assemble your proposal using the following order. Use this as a checklist to ensure the proper order. Failure to follow RFP instructions could result in rejection of your proposal.

- ❑ Cover Page (Attachment A)
- ❑ Executive Summary
- ❑ Proposal Narrative
- ❑ Attachment B (budget)
- ❑ Budget Narrative (one page)
- ❑ Attachment C (Planned Service Levels)
- ❑ Attachment D (Non-Collusion Affidavit)
- ❑ Attachment E (Assurances and Certifications)
- ❑ Letter(s) of Agreement with partners
- ❑ Submit one copy of your audit report (separate from the proposal)

M. Questions regarding this RFP or the bidder's conference may be submitted in writing to Margo Olson, Deputy Executive Director, Central Indiana Region 5 Workforce Board by FAX at 812-265-2652. You may also email questions to Margo at margo@worksights.com. All questions will be responded to, compiled and shared with all bidders attending the mandatory bidder's conference. **Questions will be accepted up to Wednesday, May 17, 2006.**

N. Bidders **must attend** the bidder's conference. All entities interested in submitting a proposal must have a representative present at the bidder's conference. Proposals will not be accepted from entities that are not represented by an individual in attendance at the bidder's conference. The RFP and the WIA program will be discussed and questions answered to the extent that answers are available. An electronic copy of the RFP package is available on line at www.rivervalleyresources.com. Following the bidders conference, the additional questions and answers will be researched, compiled and emailed to all potential bidders (those who attended the bidder's conference). See below for information regarding the bidder's conference.

Mandatory Bidder's Conference

Intelliplex Medical Arts Building
Conference Room
2451 Intelliplex Drive
Shelbyville, IN 46176
2:00 PM
Tuesday, May 23, 2006

O. Members of the Board, the Regional Operator and local DWD management staff will review proposals. Funding recommendations will be developed and provided to the full Board. The Board must approve the

contract award. An award decision is expected by **June 9, 2006**.
Programs shall start July 1, 2006.

The proposal evaluation weights are specified in each section of the RFP.
These weights are also listed below.

- 25%** Background, Qualifications & Performance
- 25%** Plan of Service
- 10%** Staffing Plan & Organizational Chart
- 10%** Partnerships & Coordination
- 10%** Transition Activities
- 20%** Financial Management & Budget

- P. Appeals/Complaints: Bidders have the right to appeal any action or decision related to this RFP. Appeals will be reviewed and investigated by the Board. The decision of the Board in such situations shall be final. Bidders wishing to make a formal appeal should do so in writing to:

Jeff Williams, Board Chairperson
Central Indiana Region 5 Workforce Board
C/O Richard Rampley
WorkOne Bloomington
450 S. Landmark Avenue
P.O. Box 3000
Bloomington, In 47402

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III. Proposal Narrative

A. Organization Background, Qualifications, Performance History

The narrative of your proposal is limited to 35 pages. Please include a brief Executive Summary that allows the reader to understand key aspects of the bidding entity and the approach to providing the requested WIA services.

1. Profile the Proposing Organization

- a. What is the legal status of your organization?
- b. Describe your organization, the governance structure, length of existence, vision, mission, goals and major programs currently offered.

2. History of Similar Programs

- a. Proposals must include information to demonstrate that the provider has a record of success in operating similar workforce programs or projects. Describe your experience serving adults, dislocated workers and youth. Please outline all workforce programs operated during the last two years. Provide brief program descriptions, funding sources and performance information.
- b. Provide two references of individuals outside of your organization familiar with the quality of prior programs you have operated.
- c. If the organization has not provided past Workforce Investment Act programs, please outline programs that provided similar services in which you have been involved over the last two years.

B. Plan of Service

1. General Information

- a. Describe your knowledge of the most significant workforce development challenges and opportunities that Region 5 will likely face in the next two years.
- b. Describe your organization's vision for integration of services and workflow with the WorkOne system and describe how you will work with the Regional Operator and local DWD management staff to achieve an integrated system.

- c. Describe how your organization envisions its role and relationship with the Regional Operator and the Central Indiana Region 5 Workforce Board.
- d. Demonstrate your knowledge in serving these populations by providing a description of the differences between the WIA requirements, customer expectations and the needs of adults, dislocated workers and youth. Describe your organization's ability to meet the specific needs of each population.
- e. Describe how management staff will spend their time to effectively manage all programs in all counties of the region. The successful bidder will be required to maintain a local management office within Region 5 for county office staff supervision and day-to-day management. This office can be located in one of the WorkOne or WorkOne Express offices.
- f. Describe how funds available to be spent directly on adult, dislocated worker and youth customers (i.e. supportive services, training costs, work experience wages, etc.) will be allocated to the county offices. Describe how these funds will be managed to ensure that targeted expenditure levels are met but not exceeded, and to ensure that these services remain available to clients throughout the program year.
- g. Describe the process that will be used for approval and payment of direct client expenditures, including an estimated length of time from the case manager decision to provide the financial assistance until the resulting invoice has been paid. Also describe procedures for making expedient "emergency" payments (i.e. immediate payments needed to reconnect or avoid disconnect of utilities, prevent eviction, etc.).
- h. The 2 full service WorkOne Centers in Region 5 are located in Anderson and Shelbyville. Describe the similarities and differences in how services will be delivered in the Express sites vs. the WorkOne Centers. This section should provide a brief description about how services will be provided in each specific county and address at a minimum the following issues: the menu of services available, hours of operation, full-time or part-time staff, availability of partner services, and client flow.
- i. Describe your organizational philosophy on community involvement of service delivery staff with local organizations, agencies, schools, Chambers of Commerce, etc. and participation of staff on boards and committees throughout the region.
- j. Provide an assurance that data will be tracked and reported in accordance with all applicable requirements utilizing the state required case management reporting system.

2. Adult and Dislocated Worker Services

- a. Describe how the availability of services to adults and dislocated workers will be marketed in all communities within the Region. Also describe how recruitment of these populations will be conducted.
- b. Describe the eligibility, assessment, case management, and counseling services that will be provided to adults and dislocated workers.
- c. Describe the core, intensive, training, and follow up services to be provided to these populations. Include a description of the process for an individual to move through each of these tiers of service. Also describe how it will be decided which individuals receive intensive and training services and which receive only core.
- d. Describe all services that will result in direct client expenditures (i.e. supportive services, ITAs, OJT, work experience, etc.) For each type of service, describe how it will be decided which customers receive that particular type of service and how the amount of financial assistance will be determined for each customer.
- e. Describe how rapid response services will be provided to customers in the event of a facility closure or large dislocation.
- f. Demonstrate knowledge of performance requirements for the adult and dislocated worker programs by describing how the programs will be managed to meet or exceed each of the applicable performance standards including the forthcoming common measures. In addition, please provide an assurance that services will also be designed to meet any additional quality standards established by the Regional Workforce Board.
- g. Describe how customer feedback will be collected and used to make continuous improvements to services.

3. Youth Services

- a. Describe how the availability of services to younger and older youth will be marketed to all communities within the Region. Also describe how recruitment of these populations will be conducted.
- b. Describe the eligibility, objective assessment, individual service strategy development, case management, counseling, and follow up services that will be provided to youth. Indicate how youth will be prepared for post secondary education opportunities, as appropriate and how strong

linkages will be developed between academic and occupational training. Also describe how youth will be prepared for unsubsidized employment opportunities and how youth will access information about the local labor market and employment opportunities within the region.

- c. Describe all services that will be provided in accordance with the 10 Program Elements required by WIA. All 10 required elements must be provided.
- d. Describe all services that will result in direct client expenditures (i.e. supportive services, classroom training, work experience, etc.) For each type of service, describe how it will be decided which customers receive that particular type of service and how the amount of financial assistance received will be determined for each customer.
- e. Demonstrate knowledge of performance requirements for the younger and older youth programs by describing how the programs will be managed to meet or exceed each of the applicable performance standards including the forthcoming common measures. In addition, please provide an assurance that services will also be designed to meet any additional quality standards established by the Regional Workforce Board.

C. Staffing Plan and Organizational Chart

1. Staffing of the WIA program is one of the most critical aspects of ensuring program quality. Please describe your proposed staffing plan for the WIA programs in Region 5. Your proposal should address staffing only for WIA in Region 5.
 - a. While staffing/hiring decisions will be the responsibility of the service provider, the proposal should identify the qualifications of the staff that will be involved in delivering services in Economic Growth Region 5. Include brief position descriptions with position titles.
 - b. Your staffing plan should specify staffing levels and position titles by county in the Region 5. *The Central Indiana Region 5 Workforce Board is committed to operating WorkOne full service offices in Anderson and Shelbyville at this time, the Regional Workforce Board plans to combine Johnson and Morgan County Express Sites into one Full Service site in Greenwood during this program year. Current WorkOne Express offices in Boone, Hamilton, Hancock, Hendricks, Johnson and Morgan Counties will continue operation at this time.*
 - c. If the staff is to be hired at a later date, include the minimum qualifications required for selection of staff, and include a description of how qualified staff will be selected.

- d. Identify key management staff by name with a summary of their credentials and brief resume of qualifications.

2. Organizational Chart(s)

- a. Include an organizational chart(s) that illustrates the structure of the staff to be used in support of the proposed programs. The chart should clearly display the number of staff planned for each county along with position titles.
- b. The chart should also display the management staff located within Region 5 and those located outside Region 5. Identify by name the key management staff specified in the staffing plan from 1 above.

D. Partnerships and Coordination

1. Partnerships and coordination of services with other organizations are one of the success factors in the delivery of WIA services.
 - a. Describe past success in developing effective working relationships with partner organizations. Include at a minimum local DWD staff and programs, Vocational Rehabilitation, and Senior Community Service Employment Programs.
 - b. Describe past experience with service integration, functional supervision, information sharing, joint case management of mutual clients, cross training of staff, rapid response activities, services to TAA clients, or other activities conducted in close coordination with local DWD staff. Also, indicate plans for how this type of coordination will occur in Region 5.
 - c. Describe how key management staff will work in cooperation with the Regional Operator and the local DWD Regional Coordinator to ensure coordinated management and integration of WorkOne staff and services.
 - d. Describe how service delivery staff will work with WorkOne partner staff to achieve an integrated system where customer service and performance are high priorities.
 - e. Include letters from key partners you plan to collaborate with, purchase services from etc.

E. Transition Activities

1. Funding will not be available for any activities conducted prior to 7/1/06; cooperation will be needed prior to that date to ensure a smooth transition.

- a. Describe efforts that will be made to work cooperatively with the Regional Operator to ensure a smooth transition into the new EGR 8 on July 1, 2006.
- b. Describe your plan for ensuring that services to clients will continue with little or no interruption during the transition. This description should specifically include a discussion of how services will be available in counties where your organization is not presently a service provider.
- c. If selected to provide services in a county where your organization is not presently a service provider, describe how you will work with the Regional Operator and the current service provider prior to July 1, 2006 to prepare for an efficient transition of files and customer caseloads on July 1.
- d. Provide an assurance that your organization will perform the duties necessary to transition participant reporting to the state required case management and participant tracking system that is anticipated on or before July 1.

F. Financial Management and Budget

1. The bidder should complete PY'06 budget on the included Attachment B. Please do not deviate from the budget format provided. Consistency will allow the reviewers to compare the proposed budgets. *The budget for PY'07 will be provided and negotiated in the spring of 2007.*
 - a. As stated previously in the RFP we are planning to award approximately **\$2,066,924** for Adult, Dislocated Worker and Youth programs in Region 5 each program year. The final amounts will vary based on final allocations to Region 5 from DWD.
 - b. For the purpose of this bid, the Board is interested in the planned amounts for management of service provider staff, overhead costs and the amount planned for direct client costs. Bidders should plan on providing services in each county through a county office. The county allocation projections provided on the DWD website for Region 5 should be used as a guide rather than a limit on smaller counties. Workforce Services will be budgeted regionally not on a county-by-county census based allocation methodology.
 - c. Bidders must maintain a financial management system that is auditable and in compliance with generally accepted accounting principles. Financial records must be available for audit and monitoring purposes. Bidders should provide a brief description of the accountability of the

organization in this section and provide one copy of their most recent audit report with the bid package. The audit is not part of your proposal.

- d. Has your organization had any questioned costs, disallowed costs or compliance monitoring findings in the last three years? If so, have these issues been resolved and how. If you would like to attach monitoring reports for the past three years to clarify this please do so along with resolution letters.
- e. If WIA costs you incurred in Region 5 were subsequently disallowed as a result of audit or monitoring, does your organization have the capability to repay these funds? From what source?
- f. A budget narrative should be attached that describes the allocation of funds amongst programs and the philosophy of the bidder with respect to minimizing overhead costs while maximizing client costs. The budget narrative should be used to clarify and annotate the budget.

2. Definitions for Attachment B

- a. WorkOne Cost includes all costs associated with county staff salaries, fringe benefits, rent, equipment, travel, staff training, supplies and all other non-client county costs.
- b.
- c. Management Cost includes all costs associated with management staffing within the region and located outside the region. These costs include salaries, fringe benefits, rent, equipment, travel, staff training, supplies, accounting, audit, monitoring and all other management costs not associated with direct service to clients.
- d.
- e. Direct Client Costs are those costs that directly benefit WIA clients. Such costs include supportive services, tuition, supplies, books, work experience wages, on the job training, and any other cost that directly benefits the WIA customer not included in the other definitions above.
- f. Totals Each column should be totaled. The costs should be allocated between Adult, Dislocated Worker and Youth in the appropriate cost categories. The total of the Budget Estimate Worksheet and the breakdown chart should equal.

Attachment A

PROPOSAL COVER SHEET

Organization's Legal Name			
Contact Person:			
Address			
Telephone		Fax	
E-mail		Cell	
Federal ID #			
Number of years potential bidder has been in business under the corporate / business structure submitting the response to this request for proposals			
Total Amount of Funds Requested		PY 06	
	WIA Adult Funds	\$	
	WIA Dis. Wkr. Funds	\$	
	WIA Youth Funds	\$	
	Total Funds Requested	\$	
	Grand Total \$		
<i>Total Number of Clients to be Served</i>	Planned # PY 06		
	Adult		Cost Per Part.
	Dis. Wkr.		Cost Per Part.
	Youth		Cost Per Part.
		Signature: _____	
		Print Name: _____	

Check all applicable boxes:

For Profit Corporation		Sole Proprietorship	
Not-for-profit Corporation		Faith-Based Organization	
Partnership		State Agency	
Educational Institution		Labor Organization	
Business Association		Community Based Organization	
Other Public Agency (Specify)		Other	

Attachment B
PY'06 Budget

Budget Estimate Worksheet

Line Item	Management	WorkOne Centers	Total Budget
Salaries			
Fringe Benefits			
Occupancy			
Communications			
Furniture & Equipment			
Office Supplies & Postage			
Staff Development & Travel			
Dues, Memberships, Publications			
Professional Services			
Other (explain)			
Sub-Total			
Direct Client Services			
Total Budget			

Cost Category	Adult	Dislocated Worker	In School Youth	Out of School Youth
Core				
Intensive				
Training				
Youth				
TOTALS				

Attachment C

Planned Service Levels

Adult

Planned Service Levels	Projected Number to be Served		Projected Number to be Exited		Projected Number Placed into Employment	
Adults	PY 06		PY 06		PY 06	

Dislocated Worker

Planned Service Levels	Projected Number to be Served		Projected Number to be Exited		Projected Number Placed into Employment	
Dislocated Workers	PY 06		PY 06		PY 06	

Youth

Planned Service Levels	Projected Number to be Served		Projected Number to be Exited		Projected Number Placed into Employment	
Younger Youth	PY 06		PY 06		PY 06	
Older Youth	PY 06		PY 06		PY 06	
Total Youth	PY 06		PY 06		PY 06	

Attachment D

Non-Collusion Affidavit

State of Indiana

County of _____

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Region 5 Workforce Board whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative

Print or Type Name

Subscribed and sworn to me this day ____ day of _____

Notary Public

County of _____

Commission Expiration Date _____

Attachment E

Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Investment Act, Workforce Investment Boards, Regional Workforce Boards and any other applicable laws and regulations.

In addition, the authorized representative assures, certifies and understands that:

1. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The proposing organization possesses legal authority to offer the attached proposal.
3. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
4. A drug free workplace will be maintained in accordance with the State of Indiana requirements.

Signature of Authorized Representative

Print or Type Name

Date